CONFIDENTIAL

MEMORANDUM FOR: Acting Deputy Director for Administration

ATTENTION: Management and Assessment Staff/DDA

FROM: 25X1A

                   Acting Director of Finance
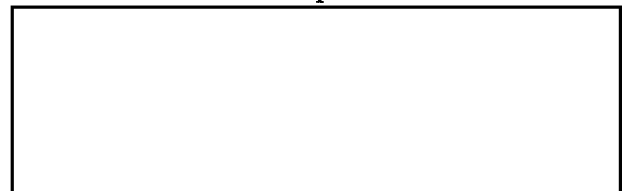
SUBJECT: Office of Finance Report on Reducing Daily
                   Operating Costs for the Period 1 April -
                   30 September 1977

REFERENCE: DDA 77-5079 dated 14 September 1977

     Attached is the Office of Finance report on reducing

daily operating costs covering the semi-annual reporting

period ending 30 September 1977. We are continually searching

for new areas in which cost savings may be achieved, and

simultaneously maintaining our efforts to capitalize on the   25X1A

cost savings actions implemented in the recent past.

Att

CONFIDENTIAL

Office of Finance Report on
Reducing Daily Operating Costs
1 April - 30 September 1977

Group I - Savings to Date for Current Fiscal Year (U)

Action Item	Cost Benefit
1. (U) Discontinuance of functions requiring five forms. Savings represent printing and processing costs.	$ 2,000
2. (U) One existing form used to perform functions of seven obsolete forms. Savings represent printing costs.	146
3. (U) Batch cover sheets printed on both sides and used twice. Savings represent cost of paper.	45
4. (U) Established annual term leases for three Xerox machine rentals.	180
5. (U) Eliminated rental of two Savin Word-master base plates.	285
6. (U/AIUO) Eliminated Tuesday morning bank run by Monetary Div. Savings in official mileage and man/hours.	1,100
7. (C) Substituted Treasury check payment for cash payment to Credit Union for receipt of personal checks negotiated through covert bank accounts.	45
8. (U/AIUO) Improved billing systems for use in conjunction with SF 1080 billings [____]	200 25X1C
9. (U/AIUO) Arranged clearance of two additional GSA personnel to work on Agency's bills, resulting in reduction of Agency processing time and costs, and man/hours.	2,890

Group II - Annual Savings Projected in Future Fiscal Years (U)

Action Item	Cost Benefit
1. (U) Discontinuance of functions requiring five forms.	$ 8,160
2. (U) Using one form to replace seven.	292
3. (U) Printing sheets on both sides.	120
4. (U) Annual leases for three Xerox machine rentals.	720
5. (U) Eliminate rental of two Savin Word-master base plates.	1,140

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SUBJECT: Office of Finance Report on Reducing Daily Operating Costs

<u>Group II - Annual Savings Projected in Future Fiscal Years (Cont)</u> (U)

	Action Item	Cost Benefit
6.	(U/AIUO) Eliminate Tuesday morning bank run.	$ 2,460
7.	(U/AIUO) Substitution of Treasury check payment for cash payment to Credit Union.	540
8.	(U/AIUO) Improved SF 1080 billing systems	400 25X1C
9.	(U/AIUO) Clearance of two GSA personnel to work on Agency's bills.	9,290

<u>Group III - One-Time Savings for the Current Period</u> (U)

1.	(U/AIUO) Obtained wooden sorting racks from headquarters office in lieu of turn-in for destruction and procurement of new sorting racks.	375

Approved For Release 2002/05/07 : CIA-RDP80-00473A000100010034-7

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
OF Report on Reducing Daily Operating Costs for the Period 1 April thuough 30 September 1977

FROM: Acting Director of Finance 1212 Key Bldg	EXTENSION	NO.
		DATE 2 5 OCT 1977

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
ADO /DDA				
1. Acting Deputy Director for Administration 7-D-18 Hqs	2 6 OCT 1977			
2. Mr. Yale	2 6 OCT 1977		TY/lm	
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